



Senior Agency Officials and Political Appointees Separation or Transfer Records Checklist

Name: (please print)

Office:

Job Title:

Phone number:

Instructions:

All departing Senior Agency Officials and other Political Appointees please submit completed form to your organization's IMO. All Senior Agency Officials departing the Agency or transferring to other positions within the Agency are responsible for identifying EPA records in their possession (paper and electronic).

Please ensure that these records are maintained in a recordkeeping system and that custody is transferred to your Records Custodian (RC) or Records Liaison Officer (RLO). Many of the paper or electronic documents you have received and created during your tenure are especially important because they are considered to be permanent records. This is true because many of your records document EPA's important decisions and policies.

Examples of some documents that may be permanent records are calendars, schedules, and logs; committee records; email messages; program development files; reports to Congress or to the President; and speeches and testimony.

Originating Office: National Records Management Program

The following checklist will verify that you have appropriately identified and transferred custody of your records before you depart. Before completing this checklist, we recommend that you consult the following Web sites for additional information and guidance:

- Managing Records for Departing Senior Agency Officials at: <http://www.epa.gov/records/policy/depart-memo.htm>
- Records Management for EPA Senior Officials at: http://www.epa.gov/records/tools/RM_for_Senior_Officials.pdf
- Records Liaison Officers at: <http://intranet.epa.gov/records/about.htm>

If you answer "no" to any of the following questions, please provide an explanation and the name of the individual that you have designated to complete the process.

1. Have you identified and transferred all the records in your workspace(s) and/or records center?

Y/N ____ Transferred to RC ____ or RLO ____ (check one) - RC or RLO Name: _____

2. Have you identified all of your email records and filed them in ECMS or a paper based recordkeeping system (i.e., print-and-file)?

Y/N _____

3. Have you identified and transferred to your RC or RLO all of the electronic records residing on your C:\, F:\, G:\ drives or on a mainframe?

Y/N ____ Transferred to RC ____ or RLO ____ (check one) - RC or RLO Name: _____

4. Have you identified and transferred to your RC or RLO all of the electronic records residing on collaboration tools such as Quickplace, Portal, FTP Server, ScienceConnector, etc?

Y/N ____ Transferred to RC ____ or RLO ____ (check one) - RC or RLO Name: _____

5. Have you identified and transferred to your RC or RLO all of the electronic records residing on BlackBerries, PDAs, CDs, DVDs, floppies, thumbdrives, and other portable storage devices?

Y/N ____ Transferred to RC ____ or RLO ____ (check one) - RC or RLO Name: _____

6. Have you identified and transferred to your RC, RLO, or Document Control Officer (DCO) all CBI (Confidential Business Information) documents?
 Y/N ___ Transferred to RC ___ or RLO ___ (check one) - RC or RLO Name: _____

7. Have you identified and transferred all records of which you are aware that are the subject of an existing Freedom of Information Act (FOIA)? If yes, please provide the Request Identification Number(s) (RIN).
 Y/N ___ Transferred to RC ___ or RLO ___ (check one) - RC or RLO Name: _____

8. Have you identified and transferred all records of which you are aware that are the subject of any existing litigation holds? If yes, please provide the case number(s) or other description of applicable hold.
 Y/N ___ Transferred to RC ___ or RLO ___ (check one) - RC or RLO Name: _____

9. Have you identified and transferred all records of which you are aware that are the subject of an existing audit or Congressional inquiry? If yes, please provide a description of the audit or the Congressional inquiry case number(s).
 Y/N ___ Transferred to RC ___ or RLO ___ (check one) - RC or RLO Name: _____

Senior Agency Official or Political Appointee and Records Contact Certification:

I certify that all records have been properly identified and transferred.

<i>(Senior Official or Political Appointee Signature)</i>	<i>(Print Name)</i>	Date
<i>(RC or RLO Signature)</i>	<i>(Print Name)</i>	Date
<i>(Information Management Official (IMO) Signature)</i>	<i>(Print Name)</i>	Date

COMMENTS

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